



REPUBLIC OF THE PHILIPPINES
Department of Health

NATIONAL CENTER FOR MENTAL HEALTH



BIDS AND AWARDS COMMITTEE

Telephone No. 8531-9001 loc. 239

Telefax No. 8531-8318

E-mail: bac@ncmh.gov.ph

Website: www.ncmh.gov.ph

RFQ NO.: SVP2024-11-001
Date: November 7, 2024

REQUEST FOR QUOTATION

Company/Business Name: _____

Address: _____

Business/Mayor's Permit No.: _____

TIN: _____

PhilGEPS Registration Number: _____

The **National Center for Mental Health (NCMH)**, through its Bids and Awards Committee (BAC), intends to procure the **Supply, Delivery, Installation, Configuration, and Testing of Monitor and System Battery of X-ray Machine (Mobilett Elara Max) CY 2024 (Lot Item)** through **Section 53.9 (Negotiated Procurement – Small Value Procurement)** of the 2016 Revised Implementing Rules and Regulations under Republic Act No. 9184.

Please quote your lowest price on the items herewith attached, subject to the General Conditions, and stating the shortest time of delivery. Submit your sealed quotation using this form duly signed by your authorized representative together with the documentary requirements **not later than November 12, 2024, 4:00 PM**. Kindly transact / address directly at the BAC Secretariat Office. For inquiries, you may call 8531-9001 local 239 or 1823.

Respectfully yours,


RUSSELLE SP. OLASO, MPA
Head, BAC Secretariat

General Conditions:

1. Bid offer must meet the minimum technical specifications.
2. Delivery period shall be within a maximum of Seven (7) calendar days upon receipt of approved Notice to Proceed (NTP)
3. *Price validity and payment terms* shall be for a minimum period of thirty (30) *calendar days*.
4. Documentary requirements **current and valid**:
 - a. **Mayor's / Business Permit** (Note: A recently *expired* Mayor's/Business permit together with the **Official Receipt** as proof that the prospective bidder has applied for renewal within the period prescribed by the concerned local government unit, shall be *accepted*. Section 24.1 of RA 9184 and its revised 2016 IRR.)

- b. **PhilGEPS Registration Number or PhilGEPS Certificate**
- c. **Annual Income Tax / Business Tax Return** (with corresponding eFPS Filing Reference Number and successful payment page or its equivalent proof of payment, if applicable)
- d. **Notarized Omnibus Sworn Statement**
(For Corporation – Attached Corporate Secretary Certificate)
(For Sole Proprietorship – Attached Special Power of Attorney)

5. Failure to comply with the stated general conditions constitutes a disqualification.

6. The NATIONAL CENTER FOR MENTAL HEALTH reserves the right to reject any or all bids, to waive any defect, and accept such bids advantageous to the government, and that it reserves the right to rescind the contract and debar the dealer from entering in future biddings of the center.

Notes:

- **All documents must be Certified True Copy (CTC).** Bidder’s certification is acceptable.
- On documents (licenses, certificates and/or registrations) for renewal, bidders are required to attach Official Receipt (OR) as proof of payment.
- Documentary requirements must be arranged in the above sequence/order & placed in a folder. **This form (RFQ) must be in a sealed envelope.** Both folder (documentary requirements) and envelope (price quotation) should be placed on an envelope of any color with proper label as shown below. Bidder may opt to use their own company letterhead using the format below.
- The sealed envelope must be submitted to the Procurement Section/BAC Office of the National Center for Mental Health (NCMH) on or before **November 12, 2024, or in case the deadline for each activity falls on a non-working day (i.e. Saturday and Sunday), legal holiday, or special non-working holiday, or other nonworking days duly declared by the President, Governor, Mayor or other Government Official authorized to make such declaration, the deadline shall be the next working day.** (Sec. 38.2 of RA 9184 and its 2016 revised IRR)
- **SAMPLE / BROCHURE** must be provided within five (5) calendar days upon request of the End-User.
- ***Please see attached ANNEX “A” for Scope of Work / Terms of Reference***

MARKING / LABEL OF PRICE QUOTATION

1. Sealed Price Quotation Envelope:

Request for Quotation	
Supply, Delivery, Installation, Configuration, and Testing of Monitor and System Battery of X-ray Machine (Mobilett Elara Max) CY 2024 (Lot Item)	
Item/s bid:	
1.	_____
2.	_____
Name of Company / Bidder:	
Tel. no.:	
Fax no.:	

2. Documentary Requirements Folder:

<p>Request for Quotation Supply, Delivery, Installation, Configuration, and Testing of Monitor and System Battery of X-ray Machine (Mobilett Elara Max) CY 2024 (Lot Item)</p>	
<p>Item/s bid:</p>	
1.	
2.	
<p>Name of Company / Bidder:</p>	
<p>Tel. no.:</p>	
<p>Fax no.:</p>	

3. Mother Envelope:

<p>Request for Quotation Supply, Delivery, Installation, Configuration, and Testing of Monitor and System Battery of X-ray Machine (Mobilett Elara Max) CY 2024 (Lot Item)</p>	
<p>Name of Company / Bidder:</p>	
<p>Tel. no.:</p>	
<p>Fax no.:</p>	
<p>DO NOT OPEN ON OR BEFORE: (indicate closing date PhilGEPS)</p>	

After having carefully read and accepted the General Conditions, I/we submit our quotation/s for the item/s below:

Supply, Delivery, Installation, Configuration, and Testing of Monitor and System Battery of X-ray Machine (Mobilett Elara Max) CY 2024 (Lot Item)				
	ITEM DESCRIPTION	YES	NO	REMARKS / OFFER
1	System battery (65Ah) – Must be compatible with the existing machine (Siemens Mobilett Elara with Serial No. 12298)			
	Touchscreen TFT – Must be compatible with the existing machine (Siemens Mobilett Elara with Serial No. 12298)			

FINANCIAL OFFER:

Please quote your **lowest/best offer** for the items below. Please do not leave blank items. Indicate “N/A” if the item is Not Applicable/Available.

SUMMARY OF APPROVED BUDGET			OFFERED QUOTATION		
Supply, Delivery, Installation, Configuration, and Testing of Monitor and System Battery of X-ray Machine (Mobilett Elara Max) CY 2024 (Lot Item)	Qty / UOM	Approved Budget for the Contract	Supply, Delivery, Installation, Configuration, and Testing of Monitor and System Battery of X-ray Machine (Mobilett Elara Max) CY 2024 (Lot Item)	Qty/ UOM	Total Offered Quotation
1	System battery (65Ah) – Must be compatible with the existing machine (Siemens Mobilett Elara with Serial No. 12298)	Unit Price: Php 298,299.70 / Total Price: Php 298,299.70			
	Touchscreen TFT – Must be compatible with the existing machine (Siemens Mobilett Elara with Serial No. 12298)	Unit Price: Php 410,245.70 / Total Price: Php 410,245.70			
TOTAL AMOUNT:		Seven Hundred Eight Thousand Five Hundred Forty-Five Pesos and 40/100 only <u>(Php 708,545.40)</u>	TOTAL AMOUNT:		

Brand and model: _____
 Delivery period: _____ Max of 7 Calendar Days
 Warranty: _____ Min of 3 months (supplies)
 _____ Min of 1 year (equipment)
 Price validity: _____ Min of 30 Calendar Days
 Payment terms: _____ Min of 30 Calendar Days

SUBMITTED AND CONFORMED BY:

 PRINTED NAME AND SIGNATURE OF REPRESENTATIVE

 POSITION/DESIGNATION

 CONTACT NUMBER/S

 EMAIL ADDRESS



National Center for Mental Health

November 5, 2024

RADIOLOGY SECTION

REPLACEMENT PARTS OF MONITOR AND SYSTEM BATTERY OF MOBILETT ELARA MAX X-RAY MACHINE SERIAL NUMBER # 12298

The parts to be replace:

- System Battery 65Ah (1 unit)
 - Item code 10907422
- Touchscreen TFT Monitor (1 unit)
 - Item Code 11132180

Scope of Work/Terms of Reference

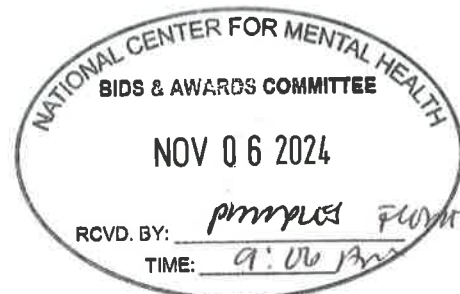
- All service shall be done at the National Center for Mental Health Facilities.
- The service provider shall be capable of repairing and providing replacement parts.
- The replacement parts should be compatible with the mobile x-ray machine to be repaired.
- The machine to be replace should be functional after repair and shall evaluated by our Medical Equipment Technicians.
- The service provider shall be an authorized distributor of Siemens
- The service provider shall provide a 6 months warranty after repair.

Prepared by:


ALBERT KING M. GARCIA, M.Sc
Health Physicist III

Noted by:


JENKIN L. GO, MD, FPCR, FUSP
Chief, Radiology Section



“There is no Health without Mental Health”